Use - Life and AD/D Benefits

1.	Click the **Compensate Employees** link. Compensate Employees
2.	Click the **Administer Base Benefits** link. Administer Base Benefits
3.	Click the **Use** link. Use
4.	Click the **Life and AD/D Benefits** link. Life and AD/D Benefits
5.	Click in the field in which you want to search.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**Winter**".
7.	Click the **Search** button. Search
8.	Click the desired entry. Click **WINTER,EVAN**.
9.	The page appears that provides a summary of the Retirement Plan that an employee has been assigned. **End of Procedure.**